Leadership And Supervision

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To lead, you must first be able to follow; for without followers, there can be no leader.

-Navy Saying

Agenda

- Basic principles of Leadership and Followership
- Recognize the purpose of followership and leadership
- Identify the fundamentals of leadership, including core values

Overview

The Navy defines leadership **as the art of influencing people to progress toward the accomplishment of a specific goal.**

Leadership is based on **personal example, good management practices, and moral responsibility.**

Elements of Leadership

- Moral principles
- Personal example
- Administrative ability

LEADERSHIP CONT

- WHAT IS THE MOST IMPORTANT ELEMENT OF LEADERSHIP?
- THE PEOPLE
- Remember you now have increased RESPONSIBILITY.
- Improve your communication skills
- Keep up with current information concerning all Navy policies and programs.

QUALITIES OF A LEADER

- MORALE COURAGE
- DEDICATION TO NAVY AND NATION
- ENVIEABLE EXAMPLE
- INITIATIVE
- LOYALTY TO THE COC
- ACCOUNTABILITY

Moral Principles

Honesty

Integrity

Loyalty

The key to leadership is the emphasis you place on personal moral responsibility.

Personal Example

Respect isn’t automatically given to a leader because of authority.

You have to earn respect and confidence of personnel working for you by setting a good example.

Lead your workers; don’t drive them.

HUMAN BEHAVIOR

- KNOW WHAT YOUR MOTIVATES YOUR PEOPLE

- FIVE LEVELS OF NEED ARE:
- SURVIVAL
- SAFETY
- SOCIAL BELONGING
- ESTEEM
- SELF-ACTUALIZATION (KNOW YOUR OWN WORTH)

Administrative Ability

(also called) Good management practices

- Giving orders
  - Praise and Reprimand
    - Promoting Morale

Good Management Practices

They include:

- Ability to organize
  - Manage (personnel and time)
    - Work with people

Always remember, everyone wants to be treated as an individual that has worth.

Emphasize each person's importance in getting the job done.

Giving Orders

Make facts clear

- What is to be done
  - When it is to be done

As circumstances require or permit;

- How to do it
  - Why it must be done

Praise and Reprimand

Remember the following:

- Praise in public
- Reprimand in private

(in order to teach the individual not to embarrass)

Promoting Morale

Programs to Promote Morale

- Moral and spiritual guidance
  - Educational opportunities
- Personal affairs counseling

Showing interest in your people's welfare helps keep their morale high.

Promoting Morale

- Pride – Being proud of what your personnel have accomplished
- Integrity – Being honest with yourself
- Keeping personnel informed – making sure that your personnel understand what is happening

PROMOTE IMPROVED PERFORMANCE

- PROVIDE FEEDBACK TO YOUR PERSONNEL
- TWO TYPES OF FEED BACK ARE?
- POSITIVE AND CONSTRUCTIVE
- REWARD YOUR SAILORS
- NAME SOME WAYS YOU CAN DO THIS?
- LOA'S, LOC'S, NAM'S, NCM'S or THE "JOB WELL DONE".

Followership Qualities

- Loyalty
- Initiative
- Dependability

Continuous Improvement Program

Primary Goals:

- Increase productivity
- Produce better quality through leader

Review

Q1. List the three elements of a good Navy leader.

Q2. List the three principles of conduct that give direction, solidity, and consistency to leadership.

Q3. What is another term used to describe administrative ability?

Q4. List three followership qualities.

Further Review

Q5. Describe the purpose of a reprimand.

Q6. List at least three methods to help build morale.

Q7. What is the primary goal of the Continuous Improvement Program?

COUNSELING

- FOUR TYPES ARE:
- PERSONAL
- CAREER
- PERFORMANCE
- DISCIPLINARY

TRAINING PETTY OFFICER

- VARIOUS TYPES OF TRAINING
  - LECTURES: MAINTAIN EYE CONTACT, HAVE ENTHUSIASM, KNOW YOUR MATERIAL
  - DISCUSSION
  - DEMONSTRATION
  - ORAL QUESTIONING

COMMAND TRAINING TEAM INFO

- COMMAND SIZE DICTATES NUMBER OF PERSONNEL IN TEAM
  - 50-100 2
  - 101-200 3
  - 201-300 4
  - 301 AND ABOVE5

PO1 EXAM ADMIN

- EDVR---WHAT CAN THE EDVR TELL YOU AS A SUPERVISOR?
- OPERATIONAL SCHEDULE-KNOWN AS THE ANNUAL EMPLOYMENT SCHEDULE

ADMIN

- LETTER OF INSTRUCTION: WHAT IS IT UTILIZED FOR?
- COUNSELING
- EVALUATIONS

ADMIN

- WHAT IS THE NAVPERS 1616/21?
- ENLISTED PERFORMANCE EVALUATION REPORT (BRAG SHEET)
- ADVERSE REMARKS ON EVALUATIONS:
- FOR E4 MUST DO PAGE 13

ADMIN

- AUTHORITY OF THE LEADING PETTY OFFICER
- THERE ARE TWO TYPES:
- GENERAL AND ORGANIZATIONAL
- DESCRIBE EACH OF THEM

AUTHORITY

- Remember there are limits to your authority. Orders must be lawful. Not harsh or erratic conduct NO ABUSIVE LANGUAGE.
- Ways to correct deficiencies rather than send them to mast are:
- Withholding of privileges
- EMI
- Extension of working hours

AUTHORITY

- EMI: Lesson used to correct a deficiency. Assigned by the Division Chief if the CO has authorized that authority.
- Normally not assigned for more than two hours per day.
- Not to be used to derive a person of normal liberty. (once EMI is done liberty can commence)
- Assigned as long as needed to correct deficiency.
- Not on the Sabbath

AUTHORITY

- WITHHOLDING OF PRIVILEGES
- Can’t withhold liberty or privileges.
- Personnel can be assigned to complete a task and made to complete it in a “timely” manner.
- CO’s may grant Petty Officers the authority to extend working hours.

ADMIN

- COMMANDING OFFICERS SIGNATURE
- CAN NOT BE DELEGATED IF IT:
  - ESTABLISHES POLICY
  - CENTERS ON CHANGE OF COMMAND MISSION
  - MILITARY JUSTICE
  - REQUIRED BY LAW

RESPONSIBILITY

- LPO’s responsibilities:
- Assist the DO in watch and liberty list
- Assist in assigning personnel to cleaning duties
- Prepare and submit supply reqs to DO.
- Assign training for division
- Assign task and supervise the performance of personnel
- Supervise the division damage control PO
- Perform other duties as assigned.

RESPONSIBILITY

- Remember when assigning personnel to jobs:
  - Qualified
  - Give them freedom to train their personnel
  - Ensure they know what their responsibilities are

WATCH ORGANIZATION

- The Watch Quarter and Station bill is the CO’s summary of personnel duty assignments.
- Tells you where to be in an emergency
- Division Officers prepare, complete, and assign personnel
- THE EXECUTIVE OFFICER IS RESPONSIBLE FOR MAINTAINING A MASTER WQS BILL FOR THE SHIP.

WATCH ORGANIZATION

- Emergency Bills Include:
- General Emergency
- Man Overboard: If you sight the person who went overboard, FOLLOW THESE STEPS
- CALL OUT MAN OVERBOARD (PORT/STBD SIDE)
- NOTIFY THE OOD
- IF NEAR LIFESAVING GEAR RELEASE THE EQUIPMENT AS NEAR TO THE PERSON AS POSSIBLE.

WATCH ORGANIZATION

- CBR
  - Remember the DCA is responsible for maintaining this bill
- Emergency Destruction (relates to secret material. Priority one, TS, COMSEC, Special access, all others
- Priority Two: COMSEC, Special Access all others
- Priority Three: Confidential COMSEC, Special access, other material
- Fire

WATCH STANDING

- POOW: Assist the OOD and JOOW. Instruct and supervise messengers and sentries
- Carry out daily routine, log all hourly reports and draft logs, entries in deck log, notify of changes in barometric pressure, call away boats, keep list of assigned personnel,

WATCH STANDING

- Know your communications systems:
- Navy uses:
  - 1MC
  - SOUND POWERED TELEPHONES
  - VOICE TUBES
  - PNEUMATIC TUBES
  - SHIPS PHONES

WATCH STANDING

- WHAT IS THE MOST IMPORTANT LOG YOU WILL MAINTAIN IN THE NAVY?
  - SHIPS/SQUADRONS DECK LOGS
  - All entries must be clear and concise
  - Have times listed properly

WATCH STANDING

- DECK LOG CAN BE USED FOR
- Legal proceedings

- Other types of logs to be kept:
  - SECURITY CLEARANCE LISTING
  - PASSDOWN LOG
  - WEAPONS CUSTODY LOG
  - SOUNDING AND SECURITY LOG
  - VISITORS LOG

PQS

- Provides qualification standards and a method of recordkeeping for training.
- 100 SERIES: FUNDAMENTALS
- 200 SERIES: SYSTEMS
- 300 SERIES: WATCH STATION MAINTENANCE ACTION
- THE XO AND TRAINING OFFICER ARE RESPONSIBLE FOR THE PQS PROGRAM

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